

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CLERK III –  
Contracts and Procurement

SALARY GROUP: A09

DEPARTMENT: Contracts and Procurement

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Billy Sanders DATE: 04/09/2015

POSITION #: 003006

**I. JOB SUMMARY**

Performs complex clerical work. Work involves compiling and tabulating data; checking documents for accuracy; transporting documents, stock, and inventory; and maintaining files. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Prepares, reviews, and proofs reports, purchase orders, vouchers, requisitions, records, and other forms; compiles, organizes, and tabulates data; performs data entry, retrieval, and data searches; reviews and posts information to agency records; and modifies forms and records.
- B. Answers inquiries regarding policies and procedures; assists the public and staff in completing forms; assembles and distributes information; and provides liaison to other departments, agencies, and vendors.
- C. Opens, sorts, and distributes incoming mail; and delivers and picks up documents, supplies, equipment, and materials.
- D. Performs back-up receptionist and telephone switchboard duties.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Two years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of one year.
- 3. Purchasing or accounting experience preferred.
- 4. Computer operations experience preferred.

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**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of bookkeeping theories and practices preferred.
3. Knowledge of agency and state purchasing rules and procedures preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill in problem-solving techniques.
8. Skill to perform arithmetical computations.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
11. Skill to prepare and maintain accurate records, files, and reports.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.